

# **BRISTOL BAY AREA HEALTH CORPORATION**

**DEPARTMENT:** Community Health Aide/Practitioner Program

**CHAP #30-090**

Revision Date: 3-31-00

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**JOB DESCRIPTION POSITION TITLE: Village Based Mid Level Practitioner**

**EMPLOYEE NAME:**

=====

**PAY RANGE: Q**

## **ORGANIZATIONAL LOCATION:**

Village-based in one of the sub regional clinics or travels to village clinics in the Bristol Bay region.

## **PURPOSE OF JOB:**

Provides primary health care in assigned clinic and/or sub region. Travels to provide primary health care in village clinics within the Bristol Bay region. Provides supervision and training for CHA/Ps within the assigned clinic and/or sub region. Collaborates with other CHAP and BBAHC staff, local Traditional Village and City Councils, and staff from other agencies to ensure the best possible healthcare within the assigned village and/or sub region.

## **QUALIFICATIONS:**

- Licensed in Alaska as a Board Certified Physician's Assistant or Family Nurse Practitioner.
- Two years experience as a Mid Level Practitioner (MLP).
- Experienced in emergency care.
- Strong physical assessment, supervisory, and teaching skills.
- Able to effectively use English for both written and verbal communication.
- Prefer ability to speak one of the local native languages.
- Dependable, and maintains confidentiality.
- Resident of Bristol Bay region.
- Commitment to the job for a minimum of two years.
- Able and willing to leave the home base for periods of 1-6 weeks at a time for training and job assignments.
- Able and willing to perform job functions, including travel, year-round.
- Able to perform the physical demands of the job.
- Satisfactory reference and criminal checks.
- Negative drug screen.

## **MAJOR FUNCTIONS:**

### **A. Adheres to and enforces BBAHC and CHAP policies and procedures.**

1. Consistently adheres to and enforces BBAHC and CHAP policies and procedures.
2. Maintains confidentiality concerning corporate business and finances, employee relations, and patient information.
3. Is punctual, reliable, and maintains ability to perform the duties of the job.
4. Complies with and enforces standard infection control precautions.

### **B. Within scope of practice, provides primary health care in the assigned village clinics.**

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5. Administers patient care based on the philosophy and the objectives of the Bristol Bay Area Health Corporation and within the designated scope of practice.
6. Provides initial evaluation and treatment planning, including: outpatient evaluation, history taking, physical examination, and patient education. Provides appropriate individualized therapeutic planning for patients using clinical observation, the medical care plan, and other available hospital and community resources.
7. Operates EKG, X-ray, fetal monitoring, and other equipment after appropriate training and if available in the clinic. Makes initial assessment of findings before forwarding the records to BBAHC for definitive diagnosis. Obtains and processes laboratory specimens as appropriate.
8. Documents observations on the chart utilizing SOAP format. Records significant normal findings and all deviations from normal. Formulates a Problem List. Forwards copies of patient encounter forms to the referral BBAHC physician at least monthly.
9. Reviews and discusses patient records and patients with referral physician by radio/phone/fax/telemed or during regular physician site visits.
10. Refers complicated patient problems to the BBAHC physician for consultation during physician site visits.
11. Refers patients needing emergency care to the appropriate resource through BBAHC physician.
12. Prepares the patient and family for treatment by advising as to the nature of the therapeutic or diagnostic procedure, indications, potential risks, expectations, and alternative modes of therapy. Provides information concerning cost factors and insurance reimbursement as required.
13. Communicates hospital and clinic policies to staff, patients, families and the public. Acts as liaison for patients or CHA/Ps with problems or questions.
14. Submits documentation for patient billing to BBAHC according to established policies and procedures.
15. Supervises the ordering, organization, and maintenance of supplies, equipment, and medication in the assigned clinic. Assures that medical equipment in the assigned clinic is maintained appropriately.
16. Coordinates performance improvement activities in the assigned clinic.
17. Supervises the establishment, maintenance and revision of filing and record keeping in the assigned clinic.
18. Is available on-call twenty-four hours a day for medical emergencies whenever present in the community. Supervises the scheduling of clinic hours and twenty-four hour call rotation for the CHA/Ps in the assigned clinic.
19. Travels to assigned villages within the assigned sub-region to assure delivery of on-site primary care and health education to the residents of those villages at least twice a year.
20. Supervises maintenance and housekeeping of the assigned clinic. Works with the local Sub-Regional Health Board, local Traditional Village Council and/or local City Council in the development, organization, and maintenance of the assigned clinic.

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**C. Participates with other CHAP staff to make the department run smoothly and efficiently.**

21. Effectively communicates and collaborates with other CHAP staff and BBAHC Community Services departments, Traditional Village Councils, village residents, staff from other local and statewide agencies, and visitors to the workplace. Keeps immediate supervisor promptly and fully informed of all problems or unusual matters.
22. Submits an activity report to the CHAP Director monthly, detailing the number of patients seen and describing other job activities performed.
23. Acts as a professional resource and role model for assigned CHA/Ps. Provides general administrative support and supervision for clinic staff in assigned villages. Contacts each assigned clinic staff member at least weekly. Contacts local Traditional Village Councils, referral physicians and other BBAHC staff as needed.
24. Facilitates medical traffic between referral physicians and clinic staff through periodic monitoring and problem resolution.
25. Works with the CHAP Training Coordinator to plan, implement, and evaluate CHA orientation and training in the clinical setting. Functions as a clinical instructor in the assigned clinic, teaching primary health care skills, health education, and preventive health techniques to CHA/Ps, and provides clinical preceptorships for CHP candidates as assigned.
26. Participates in CHAP performance improvement planning, monitoring and interventions, and in policy and procedure development.
27. Monitors performance of assigned clinic staff through: direct observation; reports of clinical performance; monthly review of timesheets, monthly logs, patient encounter forms and other patient records; and other submitted reports.
28. Completes a performance evaluation of each assigned clinic staff member at least annually and upon completion of each session of Basic Health Aide training.
29. Works with local Traditional Village Councils of assigned villages in the hiring of new clinic staff and helps to assure that village healthcare needs are met. Moderates differences between assigned clinic staff and the Village Council, village residents, and others.
30. Visits each assigned village at least twice a year to review clinic services, update CHA/P skills lists and provide on-site instruction to clinic staff according to identified needs. Completes an inventory of CHAP and Emergency Medical Services equipment in each assigned village clinic once a year.

**D. Maintains and enhances healthcare skills. Successfully completes the ongoing education programs associated with employment by BBAHC and CHAP. Keeps CHAP Training Coordinator and BBAHC Personnel Department supplied with documentation of completed training and education.**

31. Attends and successfully completes BBAHC training sessions in the annual mandatory review of BBAHC and Personnel policies and procedures.
32. Maintains current card in Basic Life Support Provider (BLSP), and certification in Advanced Coronary Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Medevac Escort.
33. Maintains skills to provide emergency medical care. Has successfully completed an emergency medical care course within 5 years prior to employment or within 1 year after employment. Emergency Medical Technician-I or higher preferred.

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34. Maintains licensure/certification current in compliance with applicable state/federal regulations.
35. Maintains satisfactory performance of, and ability to teach the skills, on the Alaska Community Health Aide Program Post-Session Practice Checklist and in the CHAP Policy and Procedure Manual, within the scope of licensure/certification.
36. Attends and successfully completes additional training classes as arranged with the CHAP Training Coordinator.
37. Makes satisfactory progress toward achieving development plan and work plan recommendations.

## WORKING CONDITIONS:

Usually works independently in a sub-regional or village clinic with radio/telephone/fax/telemed/computer contact with referral hospital. Hours of work will vary depending on clinic hours, patient needs, and the needs of the department. Physical demands of the job require vision, hearing, touch, manual dexterity, health, and strength that will accommodate the following activities:

- Frequent and extensive handwriting. The use of medical devices and the use of electronic communication devices such as radio, telephone, fax, telemed, and computer. Repetitive motions of the hands, wrists and arms.
- Frequent light reaching, bending, lifting, pushing and pulling (0-20 pounds). Occasional moderate to heavy pushing, pulling or lifting (20-50 pounds or more).
- Extensive travel in unpressurized aircraft, private vehicles, small boats, snowmobiles, or all-terrain-vehicles in all weather conditions.
- High potential for exposure to infectious diseases, blood and other body products.
- High potential for exposure to hazardous situations.
- Occasional performance of emergency care outside the clinic in a patient's home or outdoors in all weather conditions.

## RELATIONSHIP WITH OTHERS:

Interacts and works cooperatively on a professional level with Statewide Alaska Community Health Aide Program, BBAHC coworkers, local Traditional Village Councils, local City Councils, patients, village residents, Village Protection Safety Officers, teachers, Public Health Nurses, physicians, other healthcare providers, and staff from other local and statewide agencies. Works with people who use English as a second language and with people of varied sociocultural origins. Is cognizant of and able to adjust to the culture, lifestyle and challenges of rural Alaska. The individual must demonstrate knowledge of the principles of growth and development over the life span (e.g. pediatric/adult/geriatric) of the patient. Must possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his/her age specific needs. Must provide the care needed as described in the assigned unit's policies and procedures.

## SUPERVISED BY:

1. Administrative supervision is provided by the Community Health Aide/Practitioner Program Director or designee.
2. Clinical supervision is provided by a physician assigned from the Medical Staff of Bristol Bay Area Health Corporation or Alaska Native Medical Center.

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## POSITIONS SUPERVISED:

Community Health Aide, Community Health Practitioner, and Medical Receptionist within assigned village(s).

This job description is not intended to be all-inclusive, and employees will perform other reasonably related business duties as assigned by immediate supervisor. Bristol Bay Area Health Corporation reserves the right to change or revise job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

## EMPLOYEE ACKNOWLEDGMENT OF JOB DESCRIPTION:

Employee Signature: \_\_\_\_\_ date: \_\_\_\_\_

Approval Signatures	Date
Department Manager	
Personnel Director	
Chief Operations Officer	